



## **e-NEPA**

# Electronic Submittal of Environmental Impact Statements to EPA

### **About e-NEPA**

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e-NEPA is EPA's tool for submitting EIS documents electronically. The system meets EPA's requirements for EIS filing, and eliminates the need to mail hard copies of EISs to EPA. As before, to have your agency's EIS appear in EPA's Federal Register Notice of Availability, submit by 5:00 pm Eastern Standard Time on the prior Friday.

Please note that using e-NEPA for filing does not affect agencies' responsibilities for public distribution of EISs. Additionally, e-NEPA registration is only open to government employees: contractors cannot submit EIS documents through e-NEPA.

# How to Register for e-NEPA

1. Go to [https://cdx.epa.gov/epa\\_home.asp](https://cdx.epa.gov/epa_home.asp)
2. Begin filling out the registration requirements
3. In the **Add Program** screen select **NEPA Electronic Filing System (e-NEPA)** and click **Next** (See Figures 1 and 2)
4. Once Registration is complete you will receive a notification that your registration has been approved
5. You are now able to submit documents

Figure 1

MyCDX » Registration

## Add Program

- ☐ Assessment Cleanup and Redevelopment Exchange System (ACRES)
- ☐ Aircraft Reporting and Compliance System (ARCS)
- ☐ Compliance and Emissions Data Reporting Interface (CEDRI)
- ☐ Submissions for Chemical Safety and Pesticide Programs (CSPP)
- ☐ Environmental Appeals Board (EAB)
- ☐ Audit Policy Self-Disclosure (eDisclosure)
- ☒ NEPA Electronic Filing System (e-NEPA)
- ☐ Electronic Notice of Intent for the PGP, 2012 CGP, and VCP VOTR (eNOI)

Select **NEPA Electronic Filing System (e-NEPA)** and click **Next**

Figure 2

Registration

MyCDX » Registration

## Add Program ID

Note: e-NEPA can only be accessed by Federal employees; users must have a ".gov", ".mil", or ".us" email address to verify Federal employee status.

The red asterisk (\*) indicates a required field.

Role: A SUBMITTER

Program ID Type: Federal Agency EIS Filer

Program ID: N/A \*

Submission Method: WEBFORM

Note that **Program ID** is not required for e-NEPA registration and is automatically filled in as non-applicable **N/A**.

# Preparing Your EIS Document for Electronic Submission

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EPA will be hosting all submitted EIS PDF documents on the EPA website. All PDF documents must meet EPA's online PDF requirements

## File Size Requirements

- PDF files posted for the public must be no greater than 50MB.
- If the document is larger, please divide it into chapters or subchapters, if necessary.
- Adobe's **Reduce File Size** option will compress portions of the document, and offers the opportunity to limit backwards compatibility, which can further reduce file sizes.

### Further Information on How to Save and Compress PDF Files

[http://help.adobe.com/en\\_US/acrobat/pro/using/WSFCDFBF6D-795A-4364-BA93BB157AAD53ED.w.html](http://help.adobe.com/en_US/acrobat/pro/using/WSFCDFBF6D-795A-4364-BA93BB157AAD53ED.w.html)

## Formatting your EIS Document for Electronic Submission

- It is recommended to format the filenames with the chapter or subchapter number first, followed by its name  
Example: *Chapter 1 – Purpose and Need*
- If submitting a single file, please use the full EIS title as the filename.
- All documents must be searchable. Most PDFs that, other than scanned documents, are already searchable. For documents with unsearchable text, please run an optical character recognition.

### How to Run Optical Character Recognition

<http://tv.adobe.com/watch/learn-acrobat-x/recognizing-text-in-scanned-pdf-documents/>

## Metadata

- EPA requires metadata be entered in **Document Properties** for **Title**, **Subject**, **Author**, and **Keywords**.
- Use the title of the document for both the **Title** and **Subject** fields.
- Use the name of your agency in the **Author** field.
- Please see the link above for guidance on appropriate keywords.

### Further instruction on EPA metadata Requirements

[http://yosemite.epa.gov/OEI/webguide.nsf/content/pdf\\_metadata](http://yosemite.epa.gov/OEI/webguide.nsf/content/pdf_metadata)

## Bookmarking

All PDF files should have chapters and subchapters bookmarked and the bookmark view should be displayed upon opening the file.

### How to Create a Bookmark

[http://help.adobe.com/en\\_US/acrobat/pro/using/WS58a04a822e3e50102bd615109794195ff-7cc6.w.html](http://help.adobe.com/en_US/acrobat/pro/using/WS58a04a822e3e50102bd615109794195ff-7cc6.w.html)

### How to Set the Bookmark View

[http://help.adobe.com/en\\_US/Acrobat/9.0/Standard/WS58a04a822e3e50102bd615109794195ff-7c6c.w.html](http://help.adobe.com/en_US/Acrobat/9.0/Standard/WS58a04a822e3e50102bd615109794195ff-7c6c.w.html)

# How to Submit Your Document

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1. When you are ready to submit your document, return to <https://cdx.epa.gov>
2. Log in with your username and password
3. Upon logging-in select ***e-NEPA: Submit and EIS*** (See Figure 3)
4. You will then be directed to the form shown in Figure 4.
5. After clicking ***Submit*** you will be prompted to digitally sign the uploaded files (See Figure 5)
6. Once signed, you will receive a confirmation email verifying your signature and submission.
7. Congratulations! You've completed filing your EIS with e-NEPA.

Figure 3

**MyCDX**

Central Data Exchange – MyCDX

Welcome,  
Mr. Justin Wright

Last Login: August 13, 2012  
Registered Since: August 13, 2012  
Recertification Date: August 13, 2012

CDX Registration Status: Active

You have 2 **new** messages in your **Inbox**

<a href="#">Change System Password</a>	<a href="#">Edit Personal Information</a>	<a href="#">Edit Current Account Profiles</a>	<a href="#">Add New Employer Profile</a>
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**Available Account Profiles:**

- [e-NEPA: Submit an EIS](#)

Click ***e-NEPA: Submit an EIS***

Figure 4

e-NEPA

MyCDX

Inbox

My Submissions

Change Password

CDX FAQ

CDX Help & Support

CDX Home

Terms & Conditions

Logout

File Info

Submit

MyCDX » e-NEPA Instructions

Contact Us

## EIS Filing Form

### Organization Point Of Contact (POC) Information

The information below is from your CDX Registration and will be passed on to EPA with your submission. If this information is incorrect, please update your CDX Registration information prior to starting your submission. These details can only be updated within the MyCDX link on the left-hand side of this screen or by the CDX Help Desk. Please visit the [FAQ](#) section for more information on making these updates.

**First Name:** Justin  
**Last Name:** Wright  
**CDX Userid:** JRWRIGHT  
**Organization:** EPA  
**Email Address:** wright.justin@epa.gov  
**Phone Number:** 2025640678  
**Extension:**

### Additional Information

EIS Title   
EIS Type

**Lead Agency**

Contact Name   
(This name will be published in the Federal Register Notice of Availability)

Phone Number   
E-mail

**Other Lead Agencies**

Advisory Council on Hist. Preservation	⬆	⬇	⬇	⬆
Agency for International Development	⬆	⬇	⬇	⬆
Agriculture Research Service	⬆	⬇	⬇	⬆
Animal & Plant Health Insp. Service	⬆	⬇	⬇	⬆

**Cooperating Agencies**

Federal

Advisory Council on Hist. Preservation	⬆	⬇	⬇	⬆
Agency for International Development	⬆	⬇	⬇	⬆
Agriculture Research Service	⬆	⬇	⬇	⬆
Animal & Plant Health Insp. Service	⬆	⬇	⬇	⬆

Other Cooperating Agencies

Comment/Review Period   
(Note: draft comment periods are 45 days minimum, final review periods are 30 days minimum)

**Project Information**

Primary State or Territory

Other States

Alabama	⬆	⬇	⬇	⬆
Alaska	⬆	⬇	⬇	⬆
American Samoa	⬆	⬇	⬇	⬆
Arizona	⬆	⬇	⬇	⬆

EIS Subject

Category

Subcategory

[Click Here to Begin Submission](#)

State and local agencies can be added here

Please select the category and subcategory that best describe your project, or choose **Other**

MyCDX

Inbox

My Submissions

Change Password

CDX FAQ

CDX Help & Support

CDX Home

Terms & Conditions

Logout

File Info

Submit

MyCDX » e-NEPA Submit

PDF Checklist

Files are bookmarked

Bookmark view is shown when file is opened

Document text is searchable

Use "Document Summary" and enter data into the following fields:

"Title" – EIS Title

"Author" – Lead Agency

"Subject" – EIS Title

"Keywords" – Include several relevant terms, including synonyms, which describe the content of the document

File Upload

By submitting, you verify that this EIS has been transmitted to commenting agencies and the public simultaneously with this filing, and that the EIS will be received by all interested parties prior to EPA's Notice of Availability appearing in the Federal Register.

All files must be submitted in PDF format. Individual file sizes must be no greater than 50MB. If the entire EIS is less than 50MB, please submit it as a single file. If the EIS file is greater than 50MB, separate your document into files sized less than 50MB.

There is no file size limit per submission nor is there a limit on the number of files per submission; you must select all PDFs comprising the EIS and submit them at one time.

File: 

Choose File

 No file chosen

File Name	Number of Pages	File Size (in MB)	
Chapter 01_Purpose and Need_FEIS.pdf	135	44.2	
Chapter 02_Alternatives_FEIS.pdf	85	48.1	
Chapter 03_Affected Environment_FEIS (File 1 of 2, Pages 1-144).	144	45.3	

Submit

Note that there is no limit on the number of files that may be submitted at one time: please select all files and click submit only once

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